Supporting Literature Searching

Managing reference & bibliographies using Zotero

zotero

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To help you use this guide,

indicates a step in the process of searching and retrieving articles.

indicates a tip, or an extra piece of information.

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- **Why is Zotero useful?**

"**Zotero** [zoh-TAIR-oh] is a free, easy-to-use **Firefox extension** to help you **collect, manage, and cite** your research sources.
It lives right where you do your work—in the **web browser** itself."

Plagiarism is a serious issue in academic work, which is why referencing your work properly is vital. But organising the references can feel like the most time consuming part – it's certainly often considered the most frustrating!

By using software which helps manage you references and present them in the style required, you can save a lot of time.

Zotero is just one of several programmes which let you gather together your references, format them in a bibliography, and let you create footnotes easily.

Zotero is open source software that's free to download, but it is designed for use on Mozilla Firefox. Currently there is no version which will run with a Microsoft internet browser. There are extensions for Chrome and Safari.
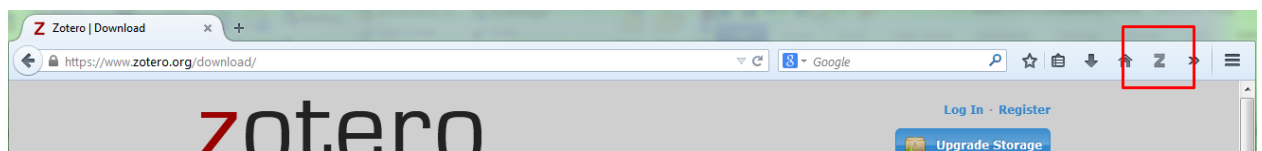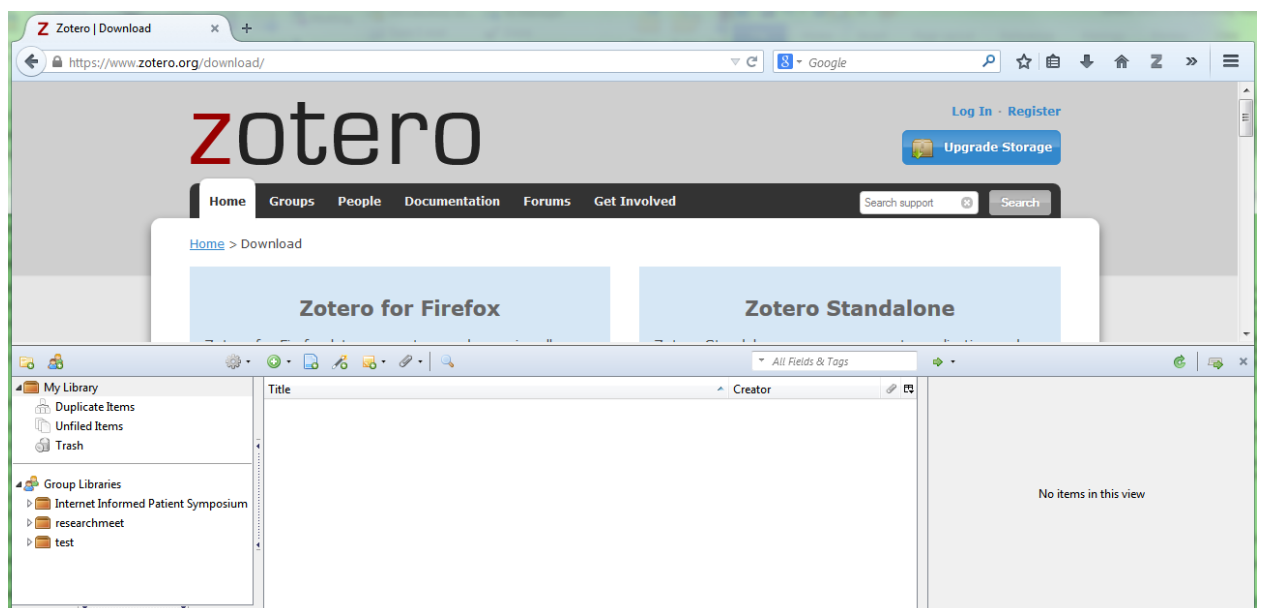
- **Getting Started**

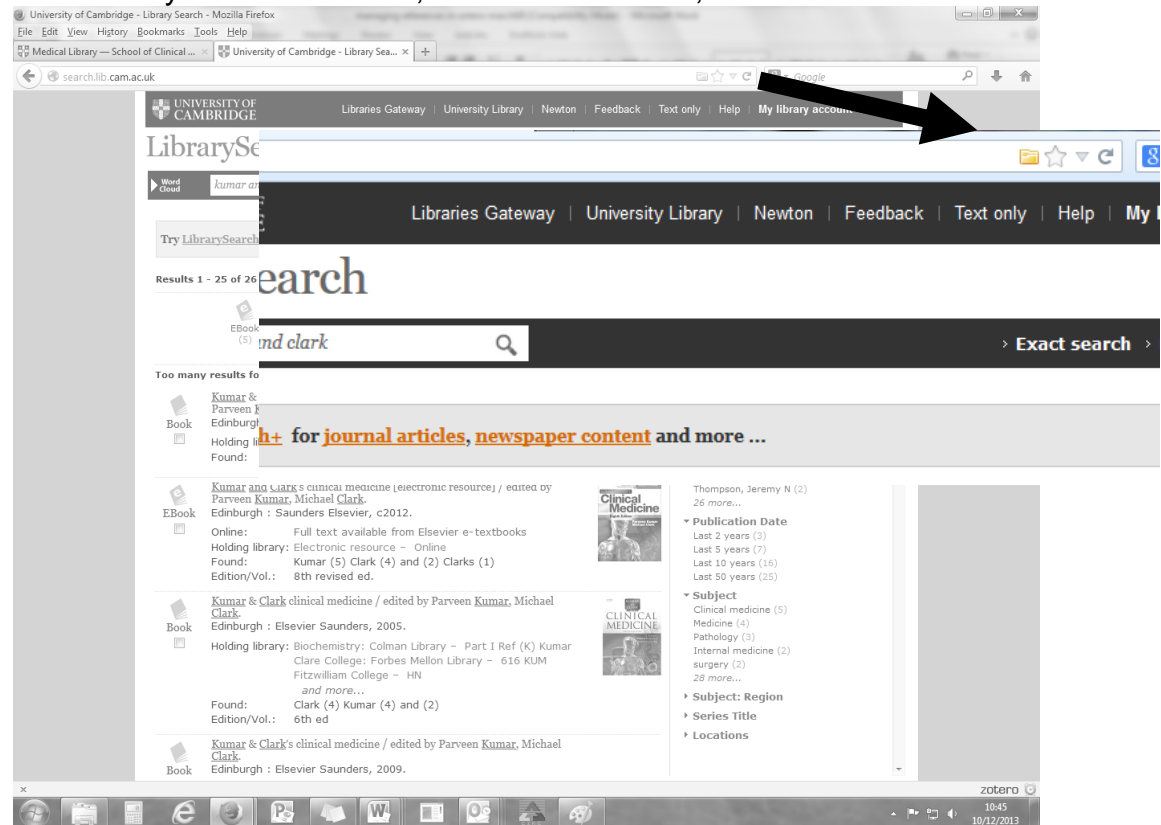Go to **http://www.zotero.org/** and download the software.

Notice now that when you open up Firefox browser, there'll be a new icon:

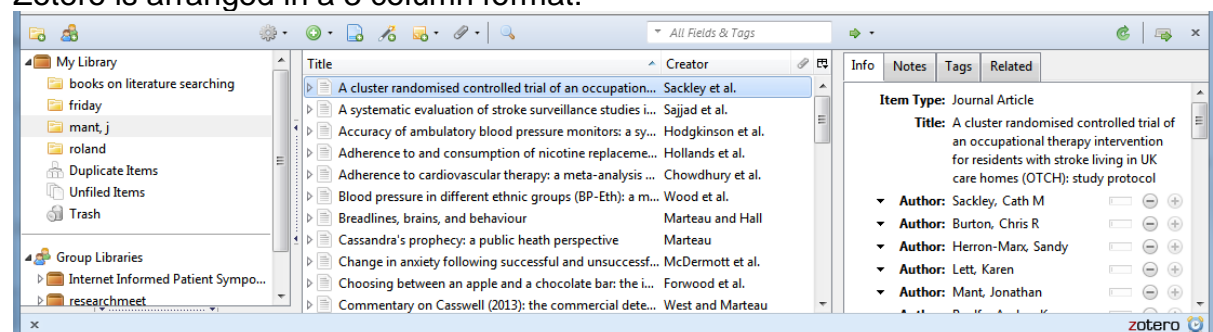When you click the icon, the new window appears in the foot of your browser:

And when you find an article, or book or website, there's a new icon in the URL bar:

There are lots of help guides, video demonstrations and FAQs on the Zotero website to help you.

- **Zotero's format**

Zotero is arranged in a 3 column format:

Left-hand column lets you arrange collections (i.e. sets of references)
Middle column shows the content of these collections
Right-hand column lets you see the detail of the individual item.

Once you've found an item you want, click the icon in the address bar (or URL bar) which lets you **"Save to Zotero"**. You'll find the item appears in the central column.

If you want to create a collection in which to store this article, right click on MyLibrary in the left-hand column and open a New Collection. Give it a name.
You can drag the article into the new collection.

All this time you can see the detail of the article in the right-hand column, with options to add notes of your own, links to the full-text article, and tag it with your keywords to help you better organise your articles.

- **Formatting and exporting your bibliography**

Any piece of work will require that you references are submitted in a particular format. Common referencing styles include
Harvard:

```
WILSON, N. & HOGAN, M. (2008) Otitis media as a presenting
complaint in childhood immunodeficiency diseases. Curr Allergy
Asthma Rep, 8, 519-24.
```
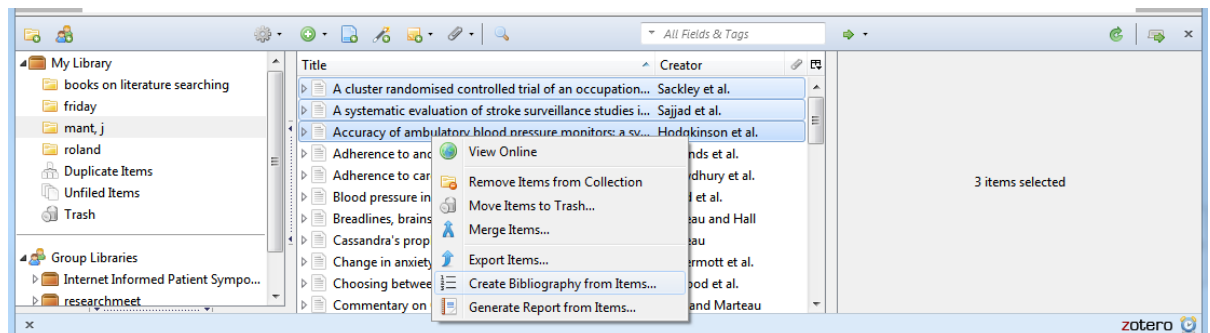
and Vancouver:

```
1. Wilson N, Hogan M. Otitis media as a presenting complaint
in childhood immunodeficiency diseases. Curr Allergy Asthma
Rep. 2008 Nov;8(6):519-24.
```
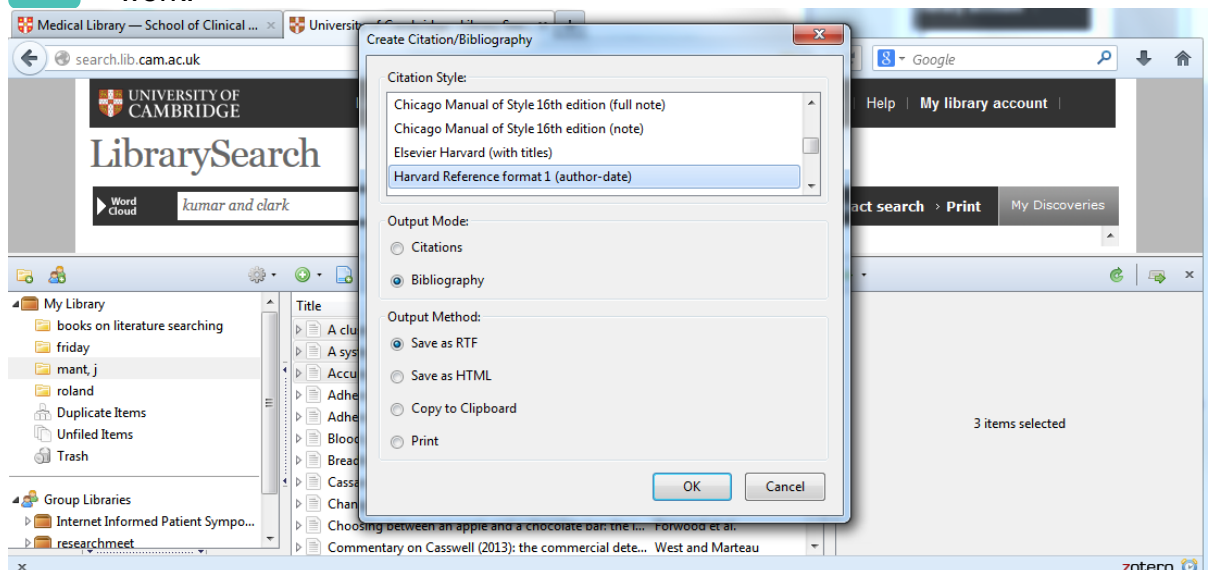
To create a complete bibliography that you can incorporate into your work, highlight the set of articles you want to use, and right-click.

Select the option "Create Bibliography from selected items"


Chose the formatting style you want, and the output format (RTF is probably the most useful
Click OK, and save the file. You can now incorporate this text into you work.

- ## **Cite While You Write**

There's a "cite-while-you-write" option that you can down load too.
It creates an extra tool bar within MS Word – find it under the Add-ins tab in Office 2010, or as a floating toolbar in older versions
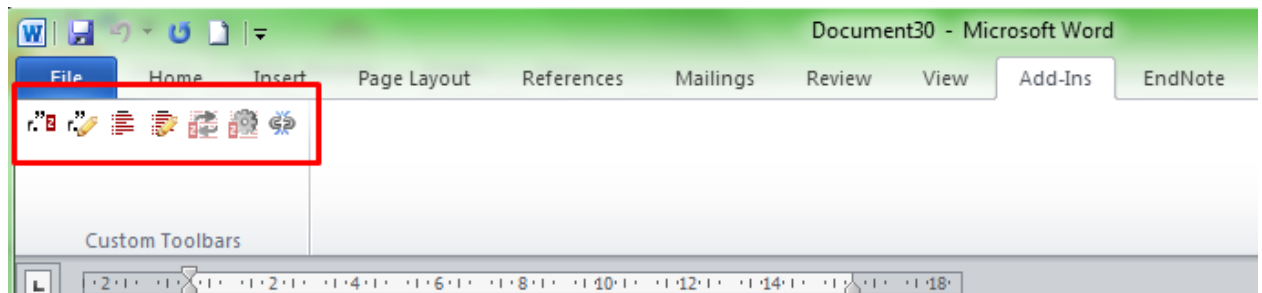
This works in a similar way to Endnote and EndnoteWeb in that you can drop individual citations into your work, and create a set of footnotes as you go. It makes referencing your work fairly effortless.

Download the plugin from **http://www.zotero.org/support/creating_bibliographies**

As you write, click the "Zotero insert citation"icon in the toolbar, and a foot note will be created. Rember it will present the footnote in the style you've previously been working with.
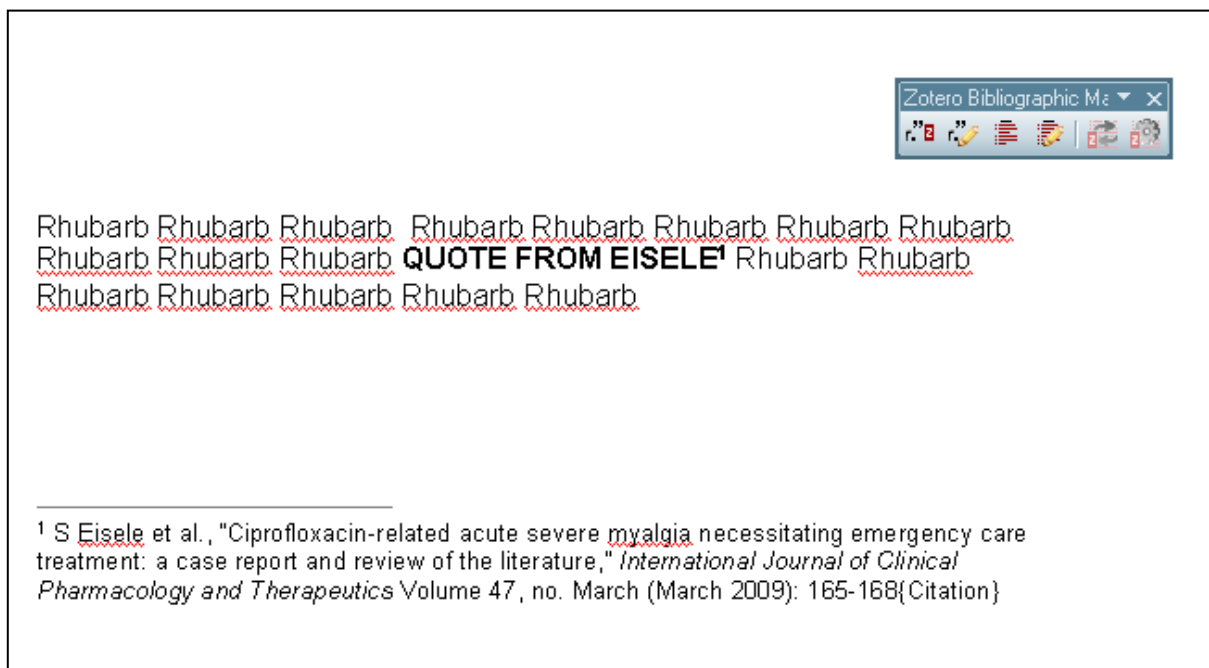
- ## **Sync with the cloud**

It's important to sync with the web-based part of your account on a regular basis. This ensures that your references are backed up, and also that you can access your references if you use more than one computer.
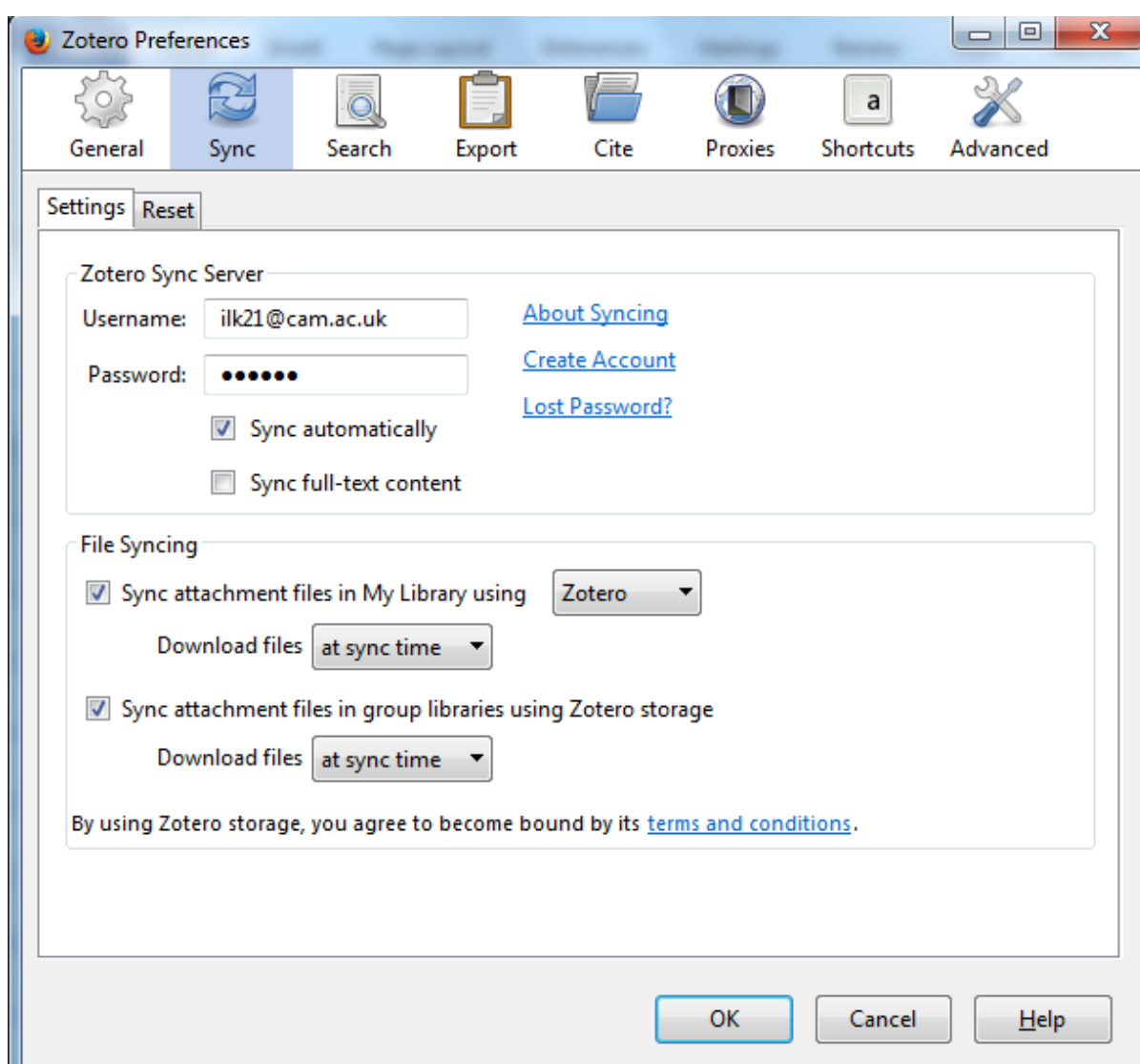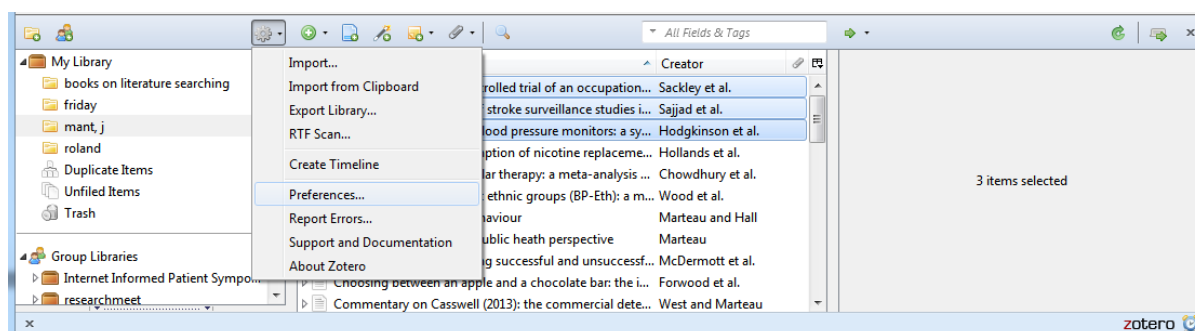
First ensure that your browser Zotero is linked to your Zotero account:
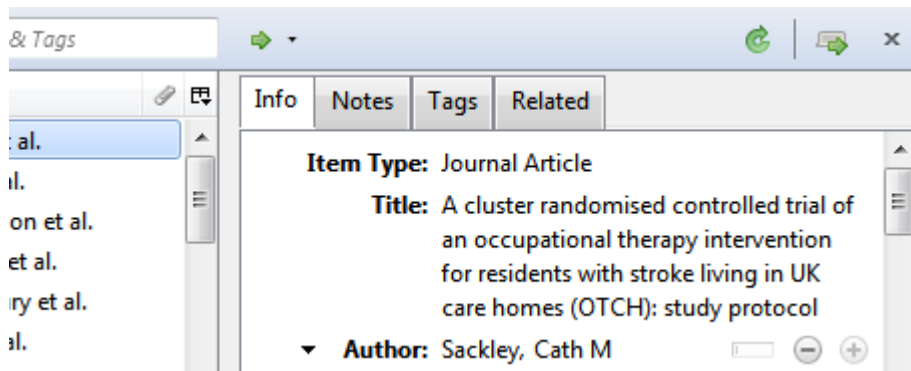
Click the [icon], and select preferences.

In the Sync option, ensure that your username and password details are entered.

In the left-hand end of the Zotero plugin, click the [icon], to ensure that your references are synchronised with your online account.

To double check, go to www.zotero.org and login – check that your library is updated.

ⓘ Further Help

There is lots of help documentation on the Zotero website:
http://www.zotero.org

Free help and support in searching databases is available from any NHS library in the East of England.

At Addenbrooke's and University of Cambridge contact:

Isla Kuhn, Eleanor Barker, or Veronica Phillips
Cambridge University Medical Library

Email: librarytraining@medschl.cam.ac.uk
Phone: (01223) 336750
Web: http://library.medschl.cam.ac.uk